

**STAFF REPORT
C86**

A	Statewide	04/19/18 D. Cook A. Abeleda
S	Statewide	K. Forbes C2018001

**CONSIDER GRANTING AUTHORITY TO THE EXECUTIVE OFFICER
TO RENEW AN AGREEMENT WITH UNIVERSITY ENTERPRISES, INC.
TO PROCURE THE SERVICES OF COLLEGE STUDENTS TO ASSIST THE
COMMISSION WITH VARIOUS ASSIGNMENTS FOR FISCAL YEAR 2018-2019**

PARTIES:

University Enterprises, Inc.

California State Lands Commission

PROPOSED ACTIVITY:

The Executive Officer requests authority to execute an agreement for Budget Fiscal Year 2018-2019. The following contract expires on June 30, 2018. As described below, staff recommends entering into a new contract.

University Enterprises, Inc. \$150,000 Contract No. C2018001

Interagency Agreement with University Enterprises, Inc., (Agreement) to procure the services of college students to assist Commission staff with various assignments; in return, each student will earn hands-on experience that will optimize the student's area of study/major.

It is expected that the students will assist staff by performing the tasks identified below.

Information Technology (IT) Services:

- Provide timely and dependable customer service
- Assist staff with project planning, implementation, and training
- Support and manage current hardware and software
- Keep abreast of new and emerging technology
- Development of web-based public facing applications
- Remote and wireless access

Records Management Services:

- Assist staff with conducting detailed records inventory
- Scan and barcode maps, collect essential metadata and enter information into ArcGIS software

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- Work with Records staff on records related projects: forms design, prepare records for offsite storage, transfer list audit and data entry
- Assist staff with developing and maintaining documentation and reports on key project activities and issues

MEPD:

- Assist staff with data entry and data quality control to ensure database accuracy

University Enterprises, Inc., provides college students specializing in various fields on a part-time basis to fill basic or supporting needs that may go unattended due to permanent staffing levels and other priorities. Not only does this allow the Commission to focus its limited, but more experienced staff to its core program functions, it also gives the college students real world experience in a professional setting. Some of these students may later join the State workforce with directly relevant experience in State operations.

This Agreement shall be consistent with State policies and procedures as specified in the State Administrative Manual and State Contract Manual. The Agreement is subject to sufficient funding provided in the Commission's budget.

STAFF ANALYSIS AND RECOMMENDATION:

Statutory Authority and Other References:

Public Resources Code Section 6106 (Delegation to execute written instruments); Public Contract Code section 10335 et seq. (Consulting Services Contracts); State Administrative Manual section 1200; State Contracting Manual (rev. 11/12).

State's Best Interests Analysis:

The recommended action, executing an Agreement to hire college students to assist Commission staff, is in the State's best interests because it allows the Commission to focus its staffing resources on its core program needs. Some of these college students may later join the State workforce with directly relevant experience in State operations.

OTHER PERTINENT INFORMATION:

1. Authorization to execute an agreement with the University Enterprises, Inc., is not considered a project as defined by the California Environmental Quality Act (CEQA) because it is an administrative action that will not result in direct or indirect physical changes in the environment.

Authority: Public Resources Code section 21065 and California Code of Regulations, title 14, section 15378, subdivision (b)(5).

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2. The proposed actions are consistent with Strategy 2.3 of the Commission's Strategic Plan, to align budget and policy initiatives and staff resources with the Commission and State priorities, including securing stable funding sources and resources to fulfill the Commission's mission and vision.
3. Funding for this action has been included in the Commission's 2018-2019 fiscal year support budget.

RECOMMENDED ACTION:

It is recommended that the Commission:

STATE'S BEST INTERESTS:

Find that the recommended action is in the best interests of the State.

AUTHORIZATION:

Authorize the Executive Officer or her designee to execute an Agreement with the University Enterprises, Inc., in accordance with current State policies and procedures.